

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 1011***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: POLICE RECORDS ANALYST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to analyze data reports for accuracy and to provide data/records processing and related support services to the Police Department.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reviews, analyzes, corrects, and approves various reports/documents generated from data entered into computer.

Ensures accuracy of classification/offense codes on police records; determines, verifies, and/or assigns appropriate classification codes for arrests, warrants, and complaints to identify felony or misdemeanor charges; edits/corrects reports as appropriate; validates computer reports to ensure accuracy of entries.

Approves correct/complete reports; returns incorrect reports to data entry personnel; routes incomplete reports to officers or other personnel as appropriate.

Researches/resolves problem reports; researches records to assist detectives, officers, or other individuals as needed.

Processes arrest reports; verifies names, addresses, complaint numbers, victims, offense dates, court dates, and other data in computer systems; checks record of calls to that address; obtains arrest information and fingerprint cards from jail records department as needed.

Compares various reports, photos, and other data to determine identification of individuals; prints mug shot pictures of arrested individuals to assist with identification; delivers folders to identification division for identification of suspects.

Checks files or computer systems for existing or duplicate records; merges and/or links associated records.

Processes various records and data; processes data/record searches and requests; logs, stamps and documents requests, searches and data entries; maintains records, logs, ledgers, and files.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; resolves computer problems.

Provides training in use of police record computer systems; assists in training new clerks on data entry of incident/arrest reports.

Uses/maintains security clearance to access/process criminal records.

Coordinates with other departments and government agencies in department functions; verifies authorizations for disclosure or release of records or property; processes property releases and records requests; coordinates with other departments or jurisdictions in confirming, locating, or obtaining records.

Answers telephones; assists callers and visitors; provides general clerical services; provides assistance at front counter and back counter.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes clerical work, data entry, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Bureau of Investigation Incident Based Reporting System Certification.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.